

Appendix 3 – Example Monitoring Log Sheet  
Council Communal Cleaning report

00068



**Maid Marions®**

Communal Cleaning Checklist

Site Address: ..... WOODROW CENTRE .....

PRE CLEAN INSPECTION

BUILDING INTERIOR			BUILDING EXTERIOR		
DESCRIPTION	TYPE	LOCATION	DESCRIPTION	TYPE	LOCATION
Refuse	✓	LANDINGS	Refuse	✓	RT BINS
Furniture			Furniture		
Vandalism			Vandalism		
Graffiti	✓	BT ENTRANCE DOOR	Graffiti		
Clothing			Clothing		
Glass			Glass		
Oil			Oil		
Chemicals			Chemicals		
Water			Water		
Cigarette Ends	✓	OUTSIDE 14 & LANDINGS	Cigarette Ends	✓	BT ENTRANCE
Blood			Blood		
Urine			Urine		
Vomit			Vomit		
Faeces			Faeces		
Needles			Needles		
Other (Specify)	✓		Other (Specify)		
MOTORBIKE		LANDING NO 1			

WORK DONE

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Dust Cobwebs on Ceiling and Walls   | <input type="checkbox"/> Wash Internal Doors and Doorframes                          |
| <input type="checkbox"/> Clean Skirting Boards                          | <input type="checkbox"/> Clean and disinfectant Wipe over Lift Internal and External |
| <input type="checkbox"/> Clean and Disinfect Hand Railings              | <input checked="" type="checkbox"/> Sweep and Disinfect Mop Floors                   |
| <input checked="" type="checkbox"/> Clean Stairs and Stair Strips       | <input type="checkbox"/> Vacuum Floors   |
| <input type="checkbox"/> Wipe Internal Window Ledges and Surface Polish | <input type="checkbox"/> Wash External Doors and Doorframes Vacuum Floors            |
| <input checked="" type="checkbox"/> Clean Internal Windows              | <input type="checkbox"/> Clean External Windows                                      |
| <input type="checkbox"/> Clean Light Switches                           | <input type="checkbox"/> Sweep External Area   |
| <input type="checkbox"/> Clean Signs                                    | <input checked="" type="checkbox"/> Tidy External Area and Parking Lot               |
| <input type="checkbox"/> Clean Fire Extinguishers                       | <input checked="" type="checkbox"/> Clean External Bin Area                          |
|   | <input type="checkbox"/> Clean Bin Cupboard  |

EXTRAS

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NOTES: .....

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Operative Name: Christina Signed: [Signature] Date: 11-07-11

Supervisor Name: P. Turnbull Signed: [Signature] Date: 11/07/11

Appendix 3 – Example Monitoring Log Sheet  
Council Communal Cleaning report

00259



**Maid Marions®**

Communal Cleaning Checklist

Site Address: Lock Close Bachelery

PRE CLEAN INSPECTION

BUILDING INTERIOR			BUILDING EXTERIOR		
DESCRIPTION	TYPE	LOCATION	DESCRIPTION	TYPE	LOCATION
Refuse			Refuse		
Furniture	Cupboard	Kamerton 9	Furniture		
Vandalism			Vandalism		
Graffiti			Graffiti		
Clothing			Clothing		
Glass			Glass		
Oil			Oil		
Chemicals			Chemicals		
Water			Water		
Cigarette Ends			Cigarette Ends		inside Kamerton (1-6)
Blood			Blood		
Urine			Urine		
Vomit			Vomit		
Faeces			Faeces		
Needles			Needles		
Other (Specify)			Other (Specify)		
Kids	box	Kamerton 5			

WORK DONE

- |   |  |
|---|--|
| <input type="checkbox"/> Dust Cobwebs on Ceiling and Walls              | <input type="checkbox"/> Wash Internal Doors and Doorframes                          |
| <input type="checkbox"/> Clean Skirting Boards                          | <input type="checkbox"/> Clean and disinfectant Wipe over Lift Internal and External |
| <input type="checkbox"/> Clean and Disinfect Hand Railings              | <input type="checkbox"/> Sweep and Disinfectant Mop Floors                           |
| <input type="checkbox"/> Clean Stairs and Stair Strips                  | <input type="checkbox"/> Vacuum Floors   |
| <input type="checkbox"/> Wipe Internal Window Ledges and Surface Polish |  |
| <input type="checkbox"/> Clean Internal Windows                         | <input type="checkbox"/> Wash External Doors and Doorframes Vacuum Floors            |
| <input type="checkbox"/> Clean Light Switches                           | <input type="checkbox"/> Clean External Windows                                      |
| <input type="checkbox"/> Clean Signs                                    | <input type="checkbox"/> Sweep External Area   |
| <input type="checkbox"/> Clean Fire Extinguishers                       | <input type="checkbox"/> Tidy External Area and Parking Lot                          |
|   | <input type="checkbox"/> Clean External Bin Area                                     |
|   | <input type="checkbox"/> Clean Bin Cupboard  |

EXTRAS

NOTES: 10:00 - 10:40 polish Stretton (1-6) and (7-12)  
 10:40 - 12:00 - Kamerton (7-12) scrub floor,  
 12:30 - 2:30 Kamerton (1-6) scrub floors

Operative Name: Adria Agnes Signed: [Signature] Date: 11.07.2011

Supervisor Name: P. Tuembu Signed: [Signature] Date: 11/07/11

Appendix 3 – Example Monitoring Log Sheet  
Council Communal Cleaning report



**Maid Marions**<sup>®</sup>  
Communal Cleaning Checklist

03858

Site Address: Evasham Mews

PRE CLEAN INSPECTION

BUILDING INTERIOR			BUILDING EXTERIOR		
DESCRIPTION	TYPE	LOCATION	DESCRIPTION	TYPE	LOCATION
Refuse	handbags	L3	Refuse		
Furniture		<del>Recycle bin</del>	Furniture		Recycle bin
Vandalism			Vandalism		
Graffiti			Graffiti		
Clothing			Clothing		
Glass			Glass		
Oil			Oil		
Chemicals			Chemicals		
Water			Water		
Cigarette Ends		L2 L3 L3	Cigarette Ends		car park
Blood			Blood		
Urine			Urine		
Vomit			Vomit		
Faeces			Faeces		
Needles			Needles		
Other (Specify)			Other (Specify)		

WORK DONE

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Dust Cobwebs on Ceiling and Walls</li> <li><input type="checkbox"/> Clean Skirting Boards</li> <li><input type="checkbox"/> Clean and Disinfect Hand Railings</li> <li><input checked="" type="checkbox"/> Clean Stairs and Stair Strips</li> <li><input type="checkbox"/> Wipe Internal Window Ledges and Surface Polish</li> <li><input checked="" type="checkbox"/> Clean Internal Windows</li> <li><input type="checkbox"/> Clean Light Switches</li> <li><input checked="" type="checkbox"/> Clean Signs</li> <li><input type="checkbox"/> Clean Fire Extinguishers</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Wash Internal Doors and Doorframes</li> <li><input type="checkbox"/> Clean and disinfectant Wipe over Lift Internal and External</li> <li><input checked="" type="checkbox"/> Sweep and Disinfect Mop Floors</li> <li><input type="checkbox"/> Vacuum Floors</li> <li><input type="checkbox"/> Wash External Doors and Doorframes Vacuum Floors</li> <li><input checked="" type="checkbox"/> Clean External Windows</li> <li><input type="checkbox"/> Sweep External Area</li> <li><input type="checkbox"/> Tidy External Area and Parking Lot</li> <li><input type="checkbox"/> Clean External Bin Area</li> <li><input checked="" type="checkbox"/> Clean Bin Cupboard</li> </ul> |
|---|---|

EXTRAS

Two handbags kid bouncy castle

NOTES: Lift is broken again - Mattresses, sofa and other household stuff by recycle bin

Operative Name: Lisa Smith Signed: Lisa Smith Date: 11-07-11

Supervisor Name: P. Turnbull Signed: [Signature] Date: 11/07/11